



Vacancy Announcement 029-09

VA Medical Center, Martinsburg, WV 25405

POSITION AND GRADE

Emergency Preparedness
Planning Specialist
GS-0301-12/13

SALARY RANGE

Varies depending upon
geographic location
<http://www.opm.gov/oca/08tables/index.asp>

LOCATION

Emergency Management Strategic
Healthcare Group (EMSHG)
Various locations (see below)

Applicants must specify desired location(s) on application.
Applicants will only be considered for the location(s) they request.

ISSUE DATE

November 14, 2008

CLOSING DATE

December 8, 2008

TOUR OF DUTY

Monday - Friday
08:00 AM – 4:30 PM

Number of Positions

1 each in the following locations:
Phoenix, AZ
Atlanta, GA
St. Louis, MO

RELOCATION EXPENSES AUTHORIZED

***Incumbent is subject to work under emergency notification and contact procedures. Extensive travel within the United States is required. There may be a requirement of overseas travel. Incumbent has an essential duty to deploy in emergency situations and other related missions.**

AREA OF CONSIDERATION: Current career or career-conditional employees or employee appointed from a Civil Service (OPM) Register prior to September 8, 2008, or any employee serving in a Veterans Readjustment Appointment, who can meet the requirements shown below, may apply for the position. Concurrent consideration may be extended to transfer and reinstatement eligibles, and eligibles under special appointing authorities, such as handicapped, VRA, E.O. 12721, and OPM eligibles. Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after three or more years of continuous active duty may also apply under this vacancy announcement. Current permanent Veterans Canteen Service employees may apply for consideration under this vacancy announcement. Department of Veterans Affairs Career Transition Assistance Program (CTAP), or Interagency CTAP eligible in the local commuting area of the position who are determined to be "well-qualified" for this position may be given special priority consideration over other candidates for this position. All eligibility requirements, including the time-in-grade requirements, must be met within 30 days after the closing date of this announcement.

"This vacancy may be announced through the Delegated Examining Unit (DEU) process and available to all internal and external applicants on-line. The opening and closing dates of a DEU vacancy announcement ***MAY*** differ from the dates listed on the merit promotion announcement. Please note when this occurs the selection process will not take place until applications from all sources are received. Please review both vacancy announcement advertisements."

DUTIES: Analyzes and evaluates, on a quantitative and qualitative basis, the effectiveness of programs or operations in meeting established goals and objectives. Evaluates region wide programs against short and long term objectives. Is the chairperson of the Emergency Preparedness Advisory Committee. Conducts liaison duties with Network Director, advising Director on 1) developing VISN (Veterans Integrated Service Network) level emergency management response plan, 2) Developing capability of each facility to effectively manage consequences of internal/external emergencies, 3) meeting responsibilities under the VA-DOD Contingency Plan, 4) Ensuring facilities of the Federal Coordinating Center develop and maintain NDMS reception Areas and Teams, 5) Ensuring each facility assists regional, state, and local emergency preparedness agencies to prepare for major medical disasters. Advises Medical Center Directors and others on 1) participating in and supporting regional level emergency management response plans, 2) developing capability of facilities to effectively manage consequences of internal/external emergencies, 3) meeting assigned responsibilities of Federal Coordinating Center develop and maintain NDMS Reception areas, 4) meeting assigned responsibilities of the VA-DOD Contingency Plan, 5) ensuring facility assists regional, state, and local emergency preparedness agencies prepare for major medical disasters. Researches legislation, EOs, regulations, and analyzes impact on agency programs. Performs program work to effect policy. Serves as a resource person and consultant to Medical Centers and facilities. Reviews regional planning programs for effectiveness. Coordinates and/or participates in implementation and evaluation of exercises. Designs exercise scenarios. Establishes and maintains relationships with the general public, media, key officials, agency stakeholders, and/or community groups to communicate and disseminate information. Performs real life emergency/disaster assistance activities. Exercises responsibilities related to the issuance of alert notification to government agencies. Exercises responsibilities to deliver adequate facilities and communication for effective response and recovery operations. Coordinates identification of special team members, develops policies and plans to support the team. Analyzes current resources.

QUALIFICATION REQUIREMENTS To have basic eligibility, applicants must meet standards as outlined in the Office of Personnel Management Qualification Standards Manual for General Schedule Positions, Group Coverage Qualifications Standards for Administrative and Management Positions (<http://www.opm.gov/qualifications/SEC-IV/A/gs-admin.asp>), which requires 1 year of specialized experience. Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable for the GS-13, specialized experience must have been equivalent to at least the GS-12 level in the normal line of progression for the Emergency Preparedness Planning Specialist position. To be creditable for the GS-12, specialized experience must have been equivalent to at least the GS-11 level in the normal line of progression for the Emergency Preparedness Planning Specialist. Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the Emergency Preparedness Planning Specialist.

One year of full-time graduate education is considered to be the number of credit hours that the school attended has determined to represent 1 year of full-time study. If that information cannot be obtained from the school, 18 semester hours is considered as satisfying the 1 year of full-time study requirement. Part-time graduate education is creditable in accordance with its relationship to a year of full-time study at the school attended.

APPLICANTS PLEASE NOTE: Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.) Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.

EVALUATION METHOD: Applicants who meet the qualification requirements described above will be further evaluated by determining the extent to which their work or related experience, education, training, awards, outside activities, etc. indicate they possess the knowledge, skills, and abilities (KSA) described below. All applicants should provide clear, concise examples that show level of accomplishment or degree to which they possess the skills and abilities on plain bond paper. The information provided will be used to determine the "best qualified" candidates. Failure to submit this supplemental may result in a significant loss of points and adversely affect your opportunity for selection.

EVALUATION/KSA FACTORS

1. **Ability to develop contingency plans that effectively support national emergency management operations.**
2. **Knowledge of the federal laws, regulations, policies, guides and procedures applicable to comprehensive emergency management programs.**
3. **Ability to develop, evaluate, modify, and manage the implementation of emergency management policies, plans and programs**
4. **Ability to manage a national medial evacuation -treatment system in response to national crisis, catastrophic events, disaster declarations, and during planned training exercises.**
5. **Ability to communicate effectively on a wide range of administrative and technical matters.**

HOW TO APPLY: **ALL** interested candidates must submit the following items: (1) Application for Federal Employment, resume, or other form of application, showing the position you are applying for, announcement number, and the lowest salary you are willing to accept. (2) Narrative response addressing each KSA factor listed above. If you do not submit responses then your application will not be considered. (3) Copy of most recent performance appraisal, if available. (4) Copy of your last competitive SF-50, Notification of Personnel Action, to document your competitive status, if applicable. (5) A copy of Form DD-214 – Member 4 Copy to verify military service showing **the character of service you were discharged under**, documentation from a VA Regional Office to verify service-connection disability; or a letter of referral from a State Vocational Office to verify eligibility for appointment under special appointing authority for handicapped. (6) If using education to qualify, please submit copy of college transcripts, if applicable. (7) Declaration for Federal Employment (OF-306). Please note: If you do not submit the OF-306, your application will not be considered. **All applications submitted become a part of the Merit Promotion Vacancy Announcement File and will not be duplicated and/or returned. Incomplete applications will not be considered. Missing forms will not be requested from the applicant. ALL APPLICATIONS AND REQUIRED FORMS MUST BE RECEIVED BY THE CLOSING DATE OF THE ANNOUNCEMENT.**

Applicants are responsible for providing full and complete information as to their qualifications for this vacancy. The Official Personnel Folder (OPF) will be used when available. Your application package will be used in addition to the OPF, or in lieu of the OPF when it is not available.

Applications sent via fax or e-mail will not be considered.

CONDITIONS OF EMPLOYMENT: A drug test may be required for any applicant tentatively selected from outside the VA Medical Center. All applicants tentatively selected for VA employment in a testing designated position are subject to urinalysis to screen for illegal drug use prior to appointment. Applicants who refuse to be tested will be denied employment with VA. After appointment, you will be subject to random testing for illegal drug use. You must be a U.S. citizen to qualify for this position. After appointment, you will be subject to random testing for illegal drug use. In order to qualify for this position, you must possess a Secret security clearance. You must have a valid driver's license to qualify for this position. You will also be subject to screening for illegal drug use. You must meet time-in-grade requirements within 30 days of the closing date of this announcement. You will be required to travel extensively. Applicants for this position must pass a pre-employment medical examination. Subject to work under emergency notification and contact procedures. May be required to travel overseas. Must have an annual Family Support Plan approved by the District Manager, EMSHG, for care of dependents while deployed. Required to periodically submit to a medical fitness for duty examination. Must be medically qualified to discharge the duties and responsibilities of this position and capable of complying with all applicable laws, regulations, and procedures. Must be medically capable of deployment under routine and emergency conditions. Must be capable of traveling by any means of transportation. Appointment to this position is contingent upon satisfactory completion of a Background Investigation. Candidates selected must be fingerprinted prior to appointment.

SELECTION PROCEDURES: Qualified candidates will be rated and selection made in accordance with our local promotion policy.

After the closing date we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We will try to make a selection within 30 days of the closing date of this announcement. You will be notified of the outcome.

Application packages should be mailed to **VA Medical Center, 510 Butler Avenue, Human Resources Management Service (HRM/05), Martinsburg, WV 25405**. For further information, contact Dawn Reidy (304) 263-0811, extension 3795.

This Medical Center will provide reasonable accommodations to applicants with disabilities upon request. The decision on granting reasonable accommodation will be on a case-by-case basis.

Equal Employment Opportunity

Actions to fill this position will not be based on discriminatory factors, which are prohibited by law.